



# FIRST THINGS FIRST

*The right system for bright futures*

Arizona Early Childhood Development & Health Board

## **Draft Board Minutes**

### **Call to Order**

The regular meeting of the First Things First – Arizona Early Childhood Development and Health Board was held on September 24, 2008 in the First Things First Board room, located at 4000 N. Central, Ste. 800, Phoenix, Arizona 85012.

Chair Mathis Basha welcomed everyone and called the meeting to order at approximately 8:38 a.m.

### **Members Present:**

Nadine Mathis Basha, Rhian Evans Allvin (via teleconference), Dr. Pamela Powell, Cecil Patterson, Dr. Eugene Thompson, and Steve Lynn

### **Ex-Officio Members Present:**

Tracy Wareing, Amy Corriveau, and January Contreras

### **Absent:**

Paul Luna

Chair Mathis Basha announced that Board Member Gary Pasquinelli had resigned his position and will be greatly missed.

Chair Mathis Basha announced that today's Board meeting was broadcast to the Regional Partnership council offices to view from their regional areas and extended a warm welcome.

### **Consent Agenda**

The items on the Consent Agenda included the Board Minutes of the August 26, 2008 meeting. A motion was made by Member Lynn to adopt the Consent Agenda, Seconded by Member Patterson. Motion approved.

### **Board Member Report/Updates**

Member Amy Corriveau updated the Board on a rule revision for the early childhood teaching certificate; the proposed rule is now open for comment for the next 60 days.

Member Steve Lynn updated the Board on his recent attendance to the two day PASE Early Childhood Summit in Telluride, Colorado.

Chair Mathis Basha updated the Board on her recent visit with New Mexico Lt. Governor Diane Denish, during her recent trip to Santa Fe, New Mexico. They discussed the strong early childhood community in that state.

### **Call to the Public**

Naomi Karp from the North Pima Regional Partnership Council thanked the Board for their dedication and for providing North Pima with dedicated executive staff. Ms. Karp asked the Board to review the language in Goal #8 of the Strategic Plan Roadmap and requested that the term development be broadened. Chair Mathis Basha said that staff would look at this and review.

**Discussion and Possible Motion on Majority Rule Proposition 105**

Elliott Hibbs, Director, presented to the Board the Majority Rule Proposition 105 along with a description and analysis. Chair Mathis Basha presented to the Board a possible motion to oppose Proposition 105 for their review and consideration.

A motion was made by Member Lynn to adopt the statement of opposition to Proposition 105. Seconded by Member Thompson. Motion carried. Member Evans Allvin recused herself from the vote.

**Evaluation Plan Update**

Dr. Amy Kemp, Assistant Director of Evaluation, updated the Board on the external evaluation proposal. This evaluation was received on September 10, 2008. Consortia partners included professors and graduate students from the University of Arizona, Arizona State University, and Northern Arizona University. The proposal is being reviewed by staff and national experts and will be forwarded to the Board in October with recommendations.

The community survey will be conducted using a random sample of telephone numbers from each FTF Region. In total, 5200 telephone calls will be completed.

The partner survey is a statewide web-based survey of early childhood agencies and organizations. The partnership survey will help us understand the current level of coordination and communication in the early childhood community. This survey was launched on September 8, 2008; analysis will be presented to the Board at the December meeting.

**Statewide Competitive Grant Scope of Work**

Director Hibbs reviewed with the Board, the statewide competitive grant scope of work, and how the applications submitted will be evaluated. A logistic model was presented that showed how each element is critical and the linkages across elements and specific areas that should be addressed within each element. First Things First is committed to ensuring that all funding has a positive impact on outcomes for young children and their families. The successful applicant must demonstrate the intended positive outcomes for their program. Like all funded programs within the First Things First model, the successful applicant(s) will be required to work closely with the First Things First evaluation team to determine the added value their program/service provides for children 0-5 and their families.

Member Powell suggested that the language be considered, “measurable results” instead of “proven results”.

It was the consensus of the Board to authorize staff to proceed with their work on the statewide competitive grants scope of work.

**Preliminary FY2010 Budget Presentation and Discussion Only**

Director Hibbs presented to the Board the preliminary FY2010 budget. To help prepare the Board for a decision on the FY2010 budget, relevant materials and policies have been presented as a preliminary review of what will be provided at the October Board meeting. Items discussed were where to charge evaluation costs, how to allocate investment earnings, re-defining reasonable expected increases for administrative costs, how to handle staff pay raises, if any provided, and re-examining the impact on sustainability of the decision on the FY 2010 proposed budget.

**Call to the Public – continued**

Holly Reyecraft and Melissa Van Hook thanked the Board on behalf of parents with special needs children and the East Valley Autism Network. They urged the Board to consider early therapy intervention for special needs children. Studies show that early intervention can save a million dollars in the life time of a child with special needs and make them fully employable as an adult. They also stressed the need for training of para-professionals in the educational system.

### **Executive Director Report**

#### **Regional Partnership Council Update**

Director Hibbs reported to the Board that the Regional Partnership Councils have a total of 316 Regional Council members with one individual to be recommended for appointment later today. All draft Regional Needs and Assets reports were received as of September 15, 2008 except for Coconino and Pascua Yaqui. The Coconino Region is being revised, as they are a large diverse region and data was requested to provide for the County, but identified by communities and Tribes that are part of their region. Pascua Yaqui Regional Partnership Council requested an extension to November 2008 due to the Research Protection Ordinance passed by the Tribe.

The Regional funding plans are being developed; Regional Councils are prioritizing their goals and are starting on strategy development. The finance division, working with the regional staff, is preparing for community outreach meetings to take place in November and December on the RFGA process. Regional Councils continue to move forward positively with the planning process. There is some concern on the part of the Councils with unclear data.

On October 2, 2008 the Regional Partnership Council Chairs and Vice Chairs will come together to share their experiences and hold an open discussion with FTF leadership staff to hear their perspective on how the Councils are moving forward locally and as part of the overall state system. They will discuss challenges they may be facing as they work to become a cohesive team. On December 4, 2008 a group of Executive Directors from Smart Start Partnerships will meet with the Regional Coordinators to share their experiences and offer guidance to the Regional Coordinators.

#### **Financial Update**

Director Hibbs reported that Luxury Tax revenues for August FY09 stayed consistent, totaling \$13,259,701. This brings the year-to-date luxury tax revenue total to \$26,332,310. The monthly average tobacco tax revenue is \$13,166,155 so far this fiscal year, down from an average of \$13,733,760 last year. FTF interest earnings for July received from investments totaled \$502,912. We continue to expend under budget. August expenses totaled \$1,040,093 compared to a budget of \$ 1,377,008, or \$336,915 below the budget for the month. Year-to-date we have under expended our budget by \$481,921.

Monies (including investment earnings) were distributed to the administrative account and program accounts. The Program Accounts show more than \$17 million for statewide funding and \$160.1 million for regional funding as of August 31<sup>st</sup>. The administrative account shows \$83.1 million net (after expenditures). In total, the net ending balance for First Things First was \$261 million as of August 31<sup>st</sup>.

#### **Other Updates**

The auditors from Henry and Horne finished their work on Friday and we received a clean audit for FY 2008, with no findings.

### **Second Read, Discussion and Possible Adoption of Governance Policies**

Director Hibbs reviewed with the Board for first reading the following proposed governance policies;

#### **2-101 Responsible Governance Statement**

Staff removed Executive Committee portion of the document as this item has already been approved by the Board in another policy at the Direction of the Board.

Staff added under Work Group that the Board may be asked by the Chair to chair a Work Group in the future at the direction of the Board.

2-102 Duties and Job Description

There were no changes.

2-103 Principles of Engagement

There were no changes.

2-104 Board Priorities

Staff removed priorities and dates and provide only a general statement on accountability at the direction of the Board.

A motion was made by Member Patterson to approve the Governance Policies as amended and proposed by staff. Seconded by Member Saunders. Motion carried.

**Discussion and Possible Appointment of Regional Council Members**

A motion was made by Member Evans Allvin to appoint the Regional Council member as recommended by staff for North Phoenix. Seconded by Member Thompson. Motion carried.

**Building Statewide Infrastructure Presentation and Discussion Only**

Karen Woodhouse, Deputy Director updated the Board on building statewide infrastructure. Ms. Woodhouse reviewed with the Board highlights of the two types of system components, program and services and support/infrastructure and operational features. Ms. Woodhouse also reviewed the usage of statewide grant funding and identifying the gaps in the early childhood system infrastructure and statewide grant criteria.

Intervening Early

In March 2008, a set of statewide strategies to address First Things First goals were recommended to the Board. At the conclusion of discussion and deliberation, the motion to provide funding to AHCCCS for the expansion of reimbursements to doctors administering the Parents Evaluation of Developmental Status (PEDS) screening instrument to all enrolled children at 9, 18, and 24 months of age did not carry. Board members cited concerns with the narrow focus of the strategy, the possible impact on service delivery without addressing capacity, and misgivings related to perceptions of supplanting. Member Lynn requested that staff return to the Board as quickly as is feasible with a comprehensive strategy to address early screening.

The framework proposed addresses the challenges of screening, early identification, and supporting families by enhancing the early childhood development and health system infrastructure around these significant health issues. The FTF staff recommendations detailed in this paper include: 1) statewide physician outreach and education to 100 practices (approximately 400 physicians) annually to provide coaching and technical assistance to enhance the assessment and response to parent concerns; 2) a scholarship system to increase the Arizona workforce of speech language pathologists by 30 professionals; and 3) financial incentives for 15 physical and occupational therapists who agree to work in medically underserved Arizona communities.

Education, Information and Resource Portals

In March 2008, First Things First staff presented a proposal for statewide funding of a centralized web-based education and resource hub for families and the public. At that time, the Board requested additional research and information to address concerns about duplication, coordination, and cost.

After completing a research and discovery process, the FTF staff found across Arizona there is a range of public and private web-based sources of education, information, or resources on early childhood development and health.

However, information is not always consistently provided or available, and sites are isolated and fragmented according to the type of service, funding source, operational capacity and geographical location.

The FTF staff recommendation is to develop and maintain two comprehensive and web-based education, information and resource portals for families and professionals related to early childhood development and health. Content on the professional's portal will be developed to address the needs of child care teachers and caregivers, medical personnel, and therapists in the fields of health, mental health and early intervention. Building upon current resources and investments, this strategy can be best achieved through expansion of the current FTF website at [www.azftf.gov](http://www.azftf.gov), with significant links to already existing web-based information and statewide and regional resources. This expansion proposes the creation of two new portals: *Families First!* ([azfamiliesfirst.com](http://azfamiliesfirst.com)) and *Professionals First!* ([azprofessionalsfirst.com](http://azprofessionalsfirst.com)).

### **Annual Evaluation of the Executive Director, Executive Session**

#### **Executive Session**

Pursuant to A.R.S §38-431.03(A) (3) and A.R.S §38-431.03(A) (1) the Board voted to go into Executive Session for legal advice pertaining to ***review and discuss the Annual Evaluation of the Executive Director with Director Hibbs***. Motion was made by Member Powell to go into Executive Session. Seconded by Member Patterson. Motion carried. The time was approximately 3:30 p.m.

#### **Items discussed in Executive Session**

1. Annual Evaluation of the Executive Director – with Elliott Hibbs

A motion was made by member Lynn to close Executive Session. Seconded by Member Patterson. Motion carried. The time was approximately 4:50 p.m.

A motion was made by Member Lynn to approve the evaluation of the Executive Director as discussed in Executive Session. Seconded by Member Thompson. Motion carried.

### **Next Meeting**

The next meeting will be held on Tuesday October 28, 2008 in Phoenix, Arizona in the First Things First Board room.

### **Adjourn**

There being no further business the meeting adjourned at approximately 4:52 p.m.